



MOOREPAY MANAGED SERVICE USER GUIDE

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DATA PROTECTION ACT 1998

As a user of our Managed payroll services, your company should be registered as a 'Data User' under the Data Protection legislation. The legislation is designed to protect individuals from misuse of personal information. This is true even though you are using a Moorepay service to process your payroll.

You, the data controller, are responsible for the data.

If you have not taken the necessary measures to comply with the law, you could be placing yourself and/or your company at risk of prosecution.

Information packs, which include the registration forms, are available from any Crown Post Office. Alternatively, you can contact the Office of the Data Protection Registrar (Tel: 01625 545745)

GETTING THE MOST out of YOUR MANAGED SERVICE

Please take a few moments to read this page. It could save you (and us) a lot of unnecessary work in the future. Below are some golden rules that will reduce the possibility of any errors or misunderstandings on your payroll.

Guiding Principles	
Do contact us if you have any questions at all.	Don't leave things to chance – at best it could cause a problem, at worst it could delay your payroll.
Do give plenty of notice for changes to your Company Control information – at least 5 days prior to sending your payroll input.	Don't send in changes to your Company Control with input. We cannot make these amendments whilst running your payroll.
Do provide advance notice warning of exceptional circumstances, e.g. bulk input such as backdated salary reviews, code restructuring or redundancies.	Don't underestimate the work involved. The standard timetable may not allow time for such action, so please arrange to send these details earlier than your normal deadline.
Do send your payroll input instructions as soon as you can. It is perfectly acceptable to send them before your input deadline.	Don't ignore payroll-input deadlines, as failure to do so could result in late payment to your employees.
Do correct small overpayments or underpayments on the following payroll run. For larger underpayments, give the employee a net advance. Please contact the Moorepay Helpdesk for guidance on the amount to pay.	Don't ask for mid period manual payments if they are avoidable. Calculations made manually are open to error and generally require a cheque to be raised by you.
General Payroll Input Instructions	
Do tell us once only.	Don't duplicate entries. If you tell us twice that an employee has a £50 bonus (once on the timesheet and again elsewhere), they could end up with a £100!
Do use the blank text line on the pre-printed timesheets (provided for your convenience) for any additional instructions. This keeps information for an individual together in one place.	Don't send separate memos – this can result in a conflict of information for an individual that is often not apparent until after the payroll has been processed.
Do write clearly with concise instructions.	Don't be tempted to write more than necessary.
Do use the pre-defined headed boxes on the timesheet for temporary (this period) adjustments, NOT for permanent amendments.	Don't alter existing (or invent new) timesheet headed boxes. Contact the MoorepayHelpdesk if you need to change or add new facilities.
Do use the exact 6-character descriptive codes listed on your Temporary Adjustment code list for temporary adjustments or permanent rates.	Don't invent descriptive codes of your own. Contact the Moorepay Helpdesk if you have a new requirement.
Do hold on to all payroll input instructions and send them together once per payroll, not throughout the month.	Don't send information during the month (except 'urgent mid-period manuals', 'company control amendments' or 'exceptional bulk input mentioned above').
Do ensure that all 'HMRC' or other 'official' document copies are submitted with your payroll input instructions to support changes.	Don't tell us elsewhere of a new tax code, P45 figures etc – we will take them from HMRC documents.
New Employees	
Do remember to submit new employee details together with a photocopy of P45 Part 3 or a P46.	Don't forget to complete all boxes marked with an *. These fields are now mandatory and required for HMRC reporting
Leavers	
Do provide the 'contract end date' – it is mandatory for all leavers and is a Statutory requirement.	Don't feel obliged to pay mid-period leavers before their next normal payday. This helps to reduce 'urgent mid-period manuals'.
Do provide details of ALL outstanding monies, e.g. holiday pay, overtime commission etc.	Don't forget to re-notify a leaver on the following payroll run when an 'urgent mid-period manual' has been calculated.
Statutory Sick Pay	
Do advise first and last dates for every period of absence.	Don't advise only the employee's working days of sickness.
Do state 'SSP only' if 'basic' or 'company sick' is not being paid.	Don't forget, for eligible employees, SSP is a Statutory minimum.
Submitting your payroll	
Do complete the 'document control header' in full and ensure there is always someone available to answer our call promptly in the event of a query.	Don't call for confirmation that we have received your payroll input documents (if faxing). Instead, simply check your transmission slip and keep it until your payroll is returned.
When you receive your completed payroll	
Do look at your payroll immediately on receipt and ensure we have interpreted your instructions as you intended.	Don't delay calling us about a problem, o it immediately. If you delay calling us this could limit options for corrective action.

INPUT INSTRUCTIONS

Instructions for submitting your input can be found on the Moorepay Service Guide that accompanies the New Employee document. **Please follow those instructions carefully.**

THE OUTPUT DOCUMENTS

Following each payroll processing run the following documents will be returned with your payroll output:

- a) Contact sheet – Please help us to help you by informing us of any changes. It is imperative that details are correct.
- b) Temporary Adjustment code list.
- c) The Balance Control. This provides balances to date and should be used to verify HMRC payments.
- d) Input list and error report. This reflects all input for the processing run.
- e) Payslips. These are for you to give to your employee.
- f) Payroll Listing. This is a more detailed copy of the employee's payslip.

These documents are optional and may be returned with your payroll output:

- g) A letter - containing important information when changes occur
- h) Cheque listing (if applicable).
- i) BACS List. Please ensure the correct processing date and your company bank details quoted on the BACS list.
- j) Employee record cards (as appropriate).
- k) Optional customised analyses (reports).
- l) Self-Adhesive Labels (as appropriate).
- m) P45's (as appropriate).
- n) P46 (car) document. If this option applies sign the document and forward to HMRC immediately.
- o) P11D. If this option applies they will be produced annually at the same time as the end of year returns.
- p) 3rd Party payment report(s).

Please inform us within 24 hours should any of the above documents be incomplete. Delay in telling us may mean that we are unable to reprint it.

All of the following output document images are provided as examples only and may not reflect your own payroll

a) Contact Sheet

This sheet is printed for each payroll processed. It shows details of how you can contact Moorepay as well as contact details for your company.

M-0027/ MOOREPAY MANAGED SERVICE CO LTD		MOOREPAY Payroll Service		Run date: 05/09/2006	
Help Desk details Telephone: 01252 667007 Fax (NOT DATA): 01252 612300 Payroll ref: M-0027/ Run code: 6230 Run date: 05/09/06		Key payroll details Paid to: Sep 2006 Pay period - From: 01/09/06 to: 30/09/06 BACS processing date: 28/09/06 Next tax period (RESUME): 06 Telephone number: 01252 667000 Management contact: MR JOHN TAYLOR Bank holiday action:			
Please inform the Help Desk if any of the above details are incorrect or missing					
FAQ YOUR DATA TO: 01844 296061 (INPUT FORMS ONLY) All telephone queries & correspondence must be directed to the Help Desk telephone & fax numbers quoted above.					
Action & Data PAYPER 1	Action & Data NOBACS	Action records input		Action & Data BACSDT 28/09/06	Action & Data
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">All output and queries to: <div style="display: flex; justify-content: space-between;"><div>MRS SUSAN SMITH MOOREPAY MANAGED SERVICE CO LTD PALMERSTON HOUSE 111 FLEET ROAD FLEET HAMPSHIRE</div><div>GUS1 3PD</div><div>Payroll: M-0027/ Carrier: EXT (M)</div></div></div>					
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 60%;">Bag contents Laser Security payslips 18 Record cards 7 Invoice enclosed NO</div>					

b) TEMPORARY Adjustment Code LISTS

It is not helpful to show an example of this. However, this document lists all the **Descriptive Codes** that have been set up for use as **Temporary Adjustments**.

c) BALANCE CONTROL

Reflects all cumulative values held by the system. The balance control looks something like this:

M-0027/ MOOREPAY MANAGED SERVICE CO LTD MOOREPAY Balance control						Run date: 05/09/2006 Page 1			
Element	Type	Brought Fwd	New Employee	Amendments In	Amendments Out	Manual Adjustments	Computer Payments	Carried Fwd	Element
TAXPAY	Taxable pay	225597.70					51622.85	277220.55	TAXPAY
TAX	Tax	5231.14					12611.56	6882.42	TAX
P45PAY	Prev employers pay	1333.94						1333.94	P45PAY
P45TAX	Tax allowed pensions	24187.01						24187.01	P45TAX
TAXPEN	Employers N.I.	26422.85						26422.85	TAXPEN
NIERS	National Insurance	16381.56					5331.22	19199.11	NIERS
NI LEL	NI earnings LEL	33174.00					5331.22	33174.00	NI LEL
NI UEL	NI earnings UEL	143898.00					5331.22	143898.00	NI UEL
SNP	Statutory maternity	94.55					23306.00	16264.00	SNP
RC/SNP	SNP recoverable	867.16					1834.45	2701.61	RC/SNP
SNP/MS	SNP high weeks	9						9	SNP/MS
SNP/MS	SNP weeks paid	41						41	SNP/MS
RCO/1	Court attachment	2625.00						2625.00	RCO/1
PENSION	Pension	3843.55					5112.22	28144.23	PENSION
PENSION	Pension (employers)	3843.55					5112.22	28144.23	PENSION
PHICERS	Private health cover	6013.00					1537.00	2550.00	PHICERS
HEALTH	Private health contr	1570.12					352.00	4224.00	HEALTH
LOAN	Loan	550.00					100.00	550.00	LOAN
PENHUC	Pension (AUC)	1000.00					1537.00	1537.00	PENHUC
EXPENS	Expenses	136.16					59.75	136.16	EXPENS
CCU-SS	Child care (sal sac)	3402.00					972.00	4374.00	CCU-SS
CCU-DN	CCU (admin charge)	435.40					124.46	559.86	CCU-DN
CCU-SU	CCU (NI saving)	3402.00					972.00	4374.00	CCU-SU
CCU-EX	CCU (Tax/NI exempt)	1570.12					119.39	2809.50	CCU-EX
LR-DR	last run daily rate	1570.12					7.44	119.39	LR-DR
LR-HR	last run hourly rate	102.90						110.34	LR-HR
Check total		616352.18						744779.67	
Form	Accepted	Rejected	Total	N.I.: Letter					
New Employee (1)				D					
Amendment (4)	13		13	C					
Rates/Adj (5)	4		4	C					
Timesheet (7)	5		5						
				Pensions COMP: Soon no.		Type	Live	Left	COSR: Econ no.
									E3010982X
									Live
									Left
									0
Employee Control: Total Live Leavers Paid: Movements- Joiners Leavers Reinstated Transfer In Transfer Out Deletions									
18 18 0 0 1 0 0 0 0 0									

The brought forward figures on the left represent the employee master file used on the current payroll run. The 'Check total' of these brought forwards should reflect the carried forward 'Check total' of the previous run. The other columns show the effect of **New Employees, Permanent Amendments, Manual Payments/Cancellations** and computer-generated values.

Use the balances shown in the carried forward column to reconcile the payments that you have made to HMRC. This method of working will ensure that at the end of the tax year there can be no discrepancies between the payments you have made to the end of year returns and your annual employer's declaration.

The forms summary will allow reconciliation of rejected entries, but should not be used as a substitute for a full visual check through the input list and error report. This is the only way to ensure that comments are actioned.

d) INPUT LIST and ERROR REPORT

The input listing provides you with a record in employee number order of the change information submitted. It lists all input. It looks something like this:

M-0027/ MOOREPAY MANAGED SERVICE CO LTD					MOOREPAY Input list and error report					Run date: 05/09/2006 Page 1			
Empno	Dept/Pstn/Name	Rej	Comment	Form	Basic Hours	O/T 1 Hours	O/T 2 Hours	Units 1	EXPENS Amount	COMMSN Amount	Other Descr	Content	
1001	1020 BARRETT			4 049 Period salary	5000.00								
				4 700 CCUMEN Rate	243.00								
				4 703 CCUSAU Rate	12.8								
				7					93.37	3000.00			
1005	1020 BAILEY			4 045 Tax code	503L						Was 488L	2708.33	
				4 049 Period salary	3000.00						Was		
				ADJUST Adj	50.00								
				ST					283.39				
1006	2010 BUTTON			4 035 Normal hours	40.00						Was	37.30	
				4 049 Period salary	2000.00						Was	1900.00	
				7		5.00	9.00						
1008	2010 STACEY			4 048 Basic hourly rt	7.85						Was	7.95	
				COMMSN Adj	2000.00								
				ST									
1010	2010 BAHAMARI			4 055 Bank sort code	309477	93.50	2.00				Was 108014		
				4 056 Bank account	00508253						Was 82143429		
				COMMSN Adj	200.00								
				7									
1013	1020 JAMES			4 022 NI Number	NP123456A								
				4 1522 LOAN Rate	100.00								
				4 352 LOAN Balance	500.00								
				COMMSN Adj	1800.00								
				ST									
1024	1020 JONES	?		1									
			warning	N.I. number invalid	NJ348621B								
===== END OF INPUT =====													

CONTENT:

Empno:	On the left is the employee number.
Dept: /Pstn/Name: the first 8	To the right of the employee number are the employee's department and pay station and characters of the employee's name for quick reference.
Rej	Any line of input showing a "***" under this column has been rejected. If a W or ? this is a warning and a request for you to do something.
Comment:	Under this column are any comments relating to a line of input, with or without an accompanying rejection "***". Many of these are self-explanatory, but a list of others is given below under the headings 'COMMENTS' and 'REJECTIONS'.
Form:	The form numbers shown are the input data types created from your input documents. Entries are easily recognisable - for example, Permanent Amendments are form number '4'. These entries are followed by the Permanent Amendment code and a description of the amendment code. All amendments will show the content of the field in the employee's record prior to the amendment, e.g. "Was NW523452D". For a full list of data types refer to the section underneath the BFWD check total on the Balance Control.
Tailored headings:	The next six headings describe the first six columns of your company's Timesheet layout. In the example above, column 1 of the timesheet is a BASIC pay override, followed by overtime hours 1 and 2, then basic hours and two cash amounts under the descriptions "COMMSN" and "BONUS".
Column Descr:	Any entries in column 7 and upwards on your Timesheet will appear under these headings alongside their Descriptive Codes .

COMMENTS:

Listed below are those warnings that may need some explanation.

Balance is negative:	This warning may appear at any time if a computed balance (such as SSP, SMP, Taxable Pay, Tax etc) that should be positive has become negative. This is most likely as the result of an incorrect Manual Payment/Cancellation.
Cumulative N.I. error:	The record for an employee on a cumulative N.I. basis contains balances for a table letter other than the employee's current one. This may mean that instructions for putting an employee on cumulative N.I. have not been followed correctly.
Exh balance exceeded:	An adjusted payment of an item with an exhausting (reducing) balance has exceeded the balance held by the computer. The requested payment is made and the balance is shown as zero. This message will not appear if the system is applying the remaining odd amount at the end of an exhausting process. It implies that there has been an adjustment exceeding the brought forward balance.
Exh bal not cleared:	A leaver on the current processing run still has an "exhausting" balance outstanding.
Manual net error:	Indicates that the net pay entered on a Manual Payment/Cancellation does not agree with the detail quoted.
Negative net pay:	Indicates that the employee's deductions have exceeded their gross. Negative netpay amounts will be excluded from cash, cheque and giro breakdowns.
Negative N.I. paid:	The calculation for an employee on a Cumulative N.I. basis has resulted in a refund.
SSP payment query:	An SSP payment has been made for an employee not paying Class 1 N.I. contributions.
SSP scale invalid:	SSP days or weeks have been entered to be paid at the default rate on the last period's payroll, but the scale code is zero.
.. Table N.I. query:	The system has detected an incompatibility between the N.I. Table letter quoted and the type of balances held in the employee's record. For example, table letter 'A' with a contracted-out balance.
Tax refund:	Indicates that a new employee, or an employee with "first-time" P45 figures entered has a tax refund in excess of £200. This is for information only to enable figures to be checked prior to making the payment.
Update is -ve:	During a statutory tax code adjustment, a tax code would have gone 'negative', so has been changed to '0T'.

POSSIBLE INPUT REJECTIONS:

- Already on file:** A new employee's number already exists on the employee master file either as a leaver, or as a current employee. The **New Employee** is therefore rejected. If your company allocates employee numbers you should always refer to the Employee Number Index printed with your last payroll output and use any number not listed. This avoids the accidental use of a number already allocated, for example, to someone who has left.
- Employee has left:** Input requiring a payment has been submitted for an employee who has left. Changes to their record is valid only if they do not involve a payment being made by the computer.
- Not on file:** The employee number quoted is invalid, or the employee was a leaver in the previous tax year and has therefore been deleted from the employee master file.
- Excess timesheet:** More than the permissible number of timesheets has been entered for this employee i.e. someone on holiday, for example, is allowed none.
- Not due for payment:** Payment details have been included for an employee who is not due to be paid on the current run.

e) PAYSLEIPS

Pay advice slips for distribution to your employees should (we hope) be self-explanatory, showing Payments, Deductions, Memoranda and Net Pay. The following points may be of help in their interpretation:

- Manual payslips show a net method of MANL.
- All payslips carry a sequence number commencing "1". From this you can easily check that you have all the payslips you should have.

Other optional features of the payslip include printing a message to all your employees of up to 36 characters.

f) PAYROLL LISTING

The payroll listing is a report of all the information shown on the payslips, plus certain memorandum figures. At the end of each department, totals are provided, giving a full breakdown of all pay elements. The payroll listing for a small department might look like this:

M-0027 MOOREPAY MANAGED SERVICE CO LTD				Dept 1010 ADMINISTRATION				Sep 2006 (6) Page 2					
Hours	Rate	Payments	- To date	Deductions	- To date	Memoranda	- To date	SSP avg	Pay type	Norm hrs	Tax cd	NI number	Letter
160.20	9.355	BASIC 1500.00		NI 113.82 238.04 TAX 40.50 40.50 HEALTH 18.00 32.00 SOCIAL 5.00 PENEES 75.00 T 150.00		*TAXPRV 1425.00 2850.00 NIEL 364.00 728.00 NIEL 364.00 728.00 NIEL 1080.00 2160.00 NTERS 138.50 277.00 PACERS 40.00 80.00 PENERS 112.50 225.00 SHPWKS 6 SSPAUG 346.15 21		H(H/H) S/V 37.00 488L Work pattern RHHMMNR Days 5.000 Paid daily @ 69.230 hourly @ 9.355 SMP start 06/03/06 wks 21 ave 1038.46					
160.20		1500.00		255.52					1002 MRS A PETRI			1244.48T	
160.20	8.315	BASIC 1333.33 CCU-SS 243.00- 1458.00-		NI 73.70 465.96 TAX 117.11 749.68 SOCIAL 6.50		*TAXPRV 1090.33 6754.04 NIEL 364.00 2184.00 NIEL 364.00 728.00 NIEL 668.00 4224.00 NTERS 36.75 541.21 PACERS 28.00 168.00 CCUREN 243.00 87.48 CCUDON 14.55 CCUSAU 31.10 186.60 SSPAUG 251.61		H(H/H) S/V 37.00 551L Work pattern RHHMMNR Days 5.000 Paid daily @ 61.538 hourly @ 8.315					
160.20		1090.33		196.31					1003 MISS J PAYNE			894.02T	
		BASIC 1170.83		NI 82.50 495.00 TAX 146.37 878.68		*TAXPRV 1170.83 7024.98 NIEL 364.00 2184.00 NIEL 364.00 728.00 NIEL 748.00 4488.00 NTERS 36.00 576.00 SSPAUG 270.19		H(H/H) S/V 37.00 488L Work pattern RHHMMNR Days 5.000 Paid daily @ 54.038 hourly @ 0.000					
		1170.83		228.87					1016 MISS SA JOHNSON			941.96T	

The payroll contains a great deal of useful information, which at first sight can be confusing. Over the following few pages we will look at each section of the report in turn.

MAIN HEADING LINE

- M0027** This shows your Payroll Reference followed by the name of your company.
- DEPT 1010** This page contains employees in department 1010.
- Sep 2006** This is the date that will appear on the payslip. On weekly payrolls it normally reflects the day the money is paid out, or the week-ending date. On monthly payrolls it will read "SEP 2006" etc. It is updated by the computer on each payroll run.
- (3)** This is the period that the payroll has been taxed to. The next line of heading relates to employee detail.

AN EMPLOYEE PAYMENT ENTRY

The payroll is split into four vertical columns - Payments, Deductions, Memoranda, and Net Pay.

- The first column - Payments:

- Hours:** 160.20 is the number of BASIC hours (input or generated). The column contains any hours that are the basis of calculation for a pay element. Note: hours are always shown as hours and minutes.
- Rate:** 9.355 is the hourly rate for BASIC. Where a rate is held, or calculated, to more than one decimal of a penny, the rate is truncated for printing. All pay elements that have an entry in the "hours" column will have the unit rate printed, if present.
- Payments:** The description and value of each payment. If the payment is tax free the value will be suffixed with "TF". All other values are taxable. Although any one element description can only be taxable or tax free, this facility has been provided to you or your auditors to help reconcile the TAXPAY value shown in "memoranda".
- To-date:** The balance of any payment element that is being accumulated

- The second column - Deductions:

- Deductions:** A current period value follows the description of each deduction. Any amounts followed by a "T" (in our example PENEES) are tax allowable deductions. All other values are net deductions. Although any element description can only be tax allowable or not, this facility has been provided for your auditors to be able to reconcile the TAXPAY value shown in "memoranda".
- To-date:** Deductions that accumulate or exhaust a balance will show the current balance in this column.

- The third column - Memoranda items:

- Memoranda:** A current period value follows the description of each item that does not directly affect an employee's pay. In the example:
- *TAXPAY is the employee's taxable pay (i.e. after pension deduction);
 - NILEL shows the Lower Earnings Limit (only where earnings reached or exceeded that amount;
 - NIET shows any earnings above NILEL up to and including the Earnings Threshold;
 - NIUAP shows earnings above NIET up to and including the Upper Accrual point.
 - NIUEL shows earnings above NIUAP up to and including the Upper Earnings Limit;
 - NIERS is the company's own N.I. contribution;
 - ERPENS is the employer's pension contribution.
 - *NI/ADJ is the amount of gross pay subject to N.I. but not included in TAXPAY;
 - *SSPAVG is the current average pay for SSP and SMP calculations;

Note: descriptions preceded by an "*" are created from other systems elements.

- The fourth column - Net Pay and other information:

This section shows the payment indicators for the employee, along with other references and warnings.

- SSP avg:** H(H/H) shows, reading from the left, the current average earnings scale for SSP purposes, followed by the scale for the two previous periods. These will have been updated to reflect Manual Payments/Cancellations.
- Pay type:** S/Y. This indicates the employee's **Pay Type**. In this example, 'S' is the basic rate type, indicating that the employee is salaried, with the rate input as a period or annual amount. 'H' would indicate an hourly rate of pay. 'Y' is the 'automatic pay' indicator, Y - yes; N - no. Salaried types would normally be paid automatically, as would Hourly types with Normal (contracted) hours. Hourly types without normal hours would not normally be paid automatically.
- Norm hrs:** "35.00" are the normal weekly (contracted) hours held in the employee's record.
- Tax cd:** K240 is the employee's current tax code.
- NI number:** DF299878B is the National Insurance number.
- Letter:** "D" is the current N.I. table letter of the employee.

The space below these headings is used to report messages highlighting unusual or important information.

Examples of messages could be:

Suspended (NN): The employee has been suspended for further payment until the (NN) tax period shown. For example; this occurs when an employee is on holiday.

Joiner: A new employee this period. The date of joining is printed underneath the message. Check new employees carefully to ensure that your written instructions have been correctly interpreted.

Leaver: A leaver this period. The date of leaving is printed underneath the message. Check leavers carefully to ensure that your written instructions have been correctly interpreted.

Manual adj(NN): This entry relates to a **Manual Payment/Cancellation** for the quoted tax period.

The bottom line of this section shows:

23 - the employee number.

MR J TAYLOR - the employee's title, initials and surname.

4698.72T - the employee's net pay. The column above the total net payment would show any breakdown figures where net pay was split over more than one method of payment.

The character following the net amount indicates the method of payment:

C = cheque; K = cash; T = transfer; - = negative net.

Totals: In addition to the reference information the total line shows totals of current period pay and deductions. The total figure under the hour's column is not a direct total of that column, as it can contain days, units, and possibly hour's values that would not be meaningful in an hour's total, e.g.. bonus hours. For this reason the figure shown is constructed, according to your requirements, to represent total hours worked.

N.I. Gross line: An additional line for the employee may appear from time to time. It prints under the employee totals, and will look something like this:

40.00	206.00	71.95	16 MRS VD GREEN	134.05K
NI GROSS 7- 6	72.25 72.25			

It is a history of gross pay (that was subject to N.I. contributions) covering the periods shown (in this example, from week 7 on the left to week 6 on the right). This line will appear on an individual employee; when SSP is paid or when a **Manual Payment/Cancellation** is entered.

PAYROLL SECTION TOTALS:

M-0027 MOOREPAY MANAGED SERVICE CO LTD				Dept 1010 ADMINISTRATION				Sep 2006 (6) Page 3			
Total Payments (debits)		Total		Total Deductions (credits)		Total		Net summary		Cash breakdown	
Manual	Computer	Desor		Manual	Computer	Desor		Type	Amount		
	4004.16	BASIC	4004.16	275.22	NI	275.22		Cash	3000.46	50P	
	243.00	CCU-SS	243.00	303.95	TAX	303.95		Cheque		20P	
				16.00	HEALTH	16.00		Giro		10P	
				10.50	SOCIAL	10.50		Manual		5P	
				75.00	PENEES	75.00		-VE		1P	
				3000.46	NET	3000.46					
	3761.16	Gross	3761.16	3761.16	Gross	3761.16		Net	3000.46		
Journal entries:										Cash	
	320.26	NIERS	320.26								
	112.60	ERSPEN	112.60								
	4193.92	COST	4193.92								

Department totals: On the last page of each Department, the system prints a full analysis of payments, deductions, and net pay. Payments and deductions are further divided into **Manual Payment/Cancellation** and computer generated totals. The coin analysis is summarised for the whole department, with a breakdown of types of net payment to be made. Any value appearing under "-VE" (negative) will *not* be included in any cheque list, giro list or coin analysis.

The "journal entries", as well as being an optional basis for nominal postings, shows a build up to cost for the department. 'NIERS' is the employer's N.I. contribution; 'ERSPEN' is a system-generated total of all employers' pension calculations, where there are multiple schemes. Note: SMP (statutory maternity pay), SAP (statutory adoption pay) or SPP (statutory paternity pay) will have a contra entry shown as 'RC/SMP', 'RC/SAP' or 'RC/SPP' respectively. These amounts are recoverable from the National Insurance return.

PAYROLL TOTALS:

On the last page of the payroll listing for a company, the system prints a full analysis of payments, deductions, net pay, hours, days, and units.

M-0027 MOOREPAY MANAGED SERVICE CO LTD										Company Totals										Sep 2006 (6) Page 9																																																																															
Manual										Total Payments (debits)										Manual										Total Deductions (credits)										Net summary										Cash breakdown																																																	
Computer										Descriptor										Computer										Descriptor										Type										Amount																																																	
48316.11										BASIC										48316.11										2757.59										NI										2757.59										Cash										650										50P																			
283.45										0 / 2										283.45										12611.56										HEALTH										12611.56										Cheque										719.60										20P																			
362.50										0 / 2										362.50																														18P										18P																																							
7000.00										COMMSN										7000.00										100.00										LDAN										100.00										Manual										35261.36										5P																			
50.00										SPEN										50.00										216.00										TECHNIC										216.00										Manual																				5P																			
1939.97										RDJST										1939.97										41.50										SOCIAL										41.50																				1P																													
972.00										LCU-SS										972.00										125.00										RED / 1										125.00																																																	
																														1.00										REDUM										1.00																																																	
																														5115.22										PENEEES										5115.22																																																	
																														35979.96										NET										35979.96																																																	
=====										=====										=====										=====										=====										=====										=====										=====																													
57330.83										Gross										57330.83										57330.83										Gross										57330.83										Net										35979.96										Cash																			
Journal entries 1-9																																																																																																			
6394.49										NIERS										6394.49																																																																															
7672.84										RSPEN										7672.84																																																																															
1834.45										RC SMP										1834.45																																																																															
=====										=====										=====										=====										=====										=====										=====										=====																													
69563.71										COST										69563.71																																																																															

The content of the company totals is the same as department totals, with the addition of a “**quantity control**” section. This shows, for each hours, days, and units field used, the total input generated by the system, and input on timesheets.

q) CHEQUE LISTING

The (optional) cheque listing shows, in department order, the cheques that need to be drawn for payment. It shows the employee number, name and net payment. If you require a cheque listing, contact the Moorepay Helpdesk.

h) B.A.C.S. CREDIT TRANSFER SUMMARY

A B.A.C.S. listing is provided as a summary of credit transfers submitted direct by us through the clearing system. Please ensure that your company bank details shown are correct and that the BACSDT quoted will achieve your payment day.

M-002? MOOREPAY MANAGED SERVICE CO LTD				BACS Credit transfer list		05/09/2006	Sort code 99-99-99 Account 12345678	User no. 999999	Page 1
Dept	Pstn	Empno.	Employees Name	Net Amount	Code	Account	Type	Bld.Soc.Roll-No	
1000		1014	MR AD WILLIAMS	5,035.57	20-32-81	01625790			
		1015	MR SJ WILLIAMS	5,035.89	20-32-81	01625790			
1010		1005	MR SJ PAVIN	5,034.48	50-04-16	57241234			
		1016	MR SC JA JOHNSON	5,034.02	50-04-16	57241234			
1020		1001	MR JA BARRETT	4,088.20	50-04-16	57241234			
		1004	MR SS BLAKE	1,095.93	50-04-16	57241234			
		1005	MR JOE LEE	1,095.93	50-04-16	57241234			
		1010	MR JOE CLIVE	1,760.42	50-04-16	57241234			
		1024	MR SJ JONES	1,095.91	50-04-16	57241234			
2010		1006	MR SS BUTTIN	1,095.86	50-04-16	57241234			
		1009	MR SS STACEY	1,095.86	50-04-16	57241234			
		1010	MR SJ DAVIS	1,095.86	50-04-16	57241234			
		1018	MR SJ DAVIS	1,095.86	50-04-16	57241234			
		1019	MR SJ DAVIS	1,095.86	50-04-16	57241234			
		1023	MR SJ JAMESON	1,915.47	50-04-16	57241234			
				=====					
Net				35,261.36					
EXAMPLE - THIRD PARTY PAYMENT (PENSION) credit				3,800.40					
Total credits				48,265.42					
NOBACS Actioned - These credits have not been sent to BACS.									
						No. credits		-UE ignored	
						17			
99-99-99 12345678						18	PENSION	MOOREPAY	
Processed 28/09/06									
!! WARNING !!									

i) EMPLOYEE RECORD CARDS selected from THE MASTER FILE

The employee record card is a fully detailed report of an individual's master file status. In addition to the personal details and rates input, the record card shows the current state of all balances. A record card is produced automatically for new employees and leavers. However, they may be requested individually or for the whole file.

j) ANY OPTIONAL ANALYSES

The analysis program is so flexible that it is possible for you to receive almost any kind of information from your files. This may be anything from full "split-job" costing down to departmental summaries, overhead calculations, pension summaries or personnel listings.

The following are some examples of possible analysis reports. Any of them can be varied to suit your individual requirements. Please contact the Moorepay Helpdesk if you wish to discuss what is possible.

EXAMPLE: PERSONNEL REPORT (A)

This is a simple personnel listing showing name, department, and home address. The sorted order of the information can be varied. In this example it is in alphabetic order of employee surname; other examples could be in employee number order; alphabetic surname within department; or employee number within department, etc.

M-0027 MOOREPAY MANAGED SERVICE CO.LTD. 10 EXAMPLE - PERSONNEL REPORT (TYPE A)										SEP 2006 (6)		Run date: 05/09/2006		Page	1
Empno	Surname	1st Name	Title	Dept	Employee Address										
69	ANDERSON	JULIE	MRS	1010	19 THE SQUARE,BRACKNELL,BERKSHIRE,RG12 8TD										
55	BAHAMARI	JOHN	DR	2010	12 TREE LANE,FARNHAM,SURREY,RG12 9UV										
45	BAILEY	MICHAEL	MR	2010	28 BEAUFORT RD,CHURCH CROOKHAM,FLEET,GU13 9NF										
39	BARRETT	JAYNE	MRS	2010	PARK HOUSE,CAMBERLEY,SURREY,GU15 6AB										
67	BLAKE	STEVEN	MR	2010	5 CLOVER COTTAGE,WEST KNIGHTON,DORSET										
49	BUTTON	JAMES	MR	2010	68 TONGMAN WAY,ALDERSHOT,HAMPSHIRE,GU12 4AB										
91	CARPENTER	DAVID	MR	2010	50 VICTORIA ROAD,FARNHAM,SURREY,GU9 6AB										
47	DAVIES	CHRISTINE	MRS	2010	16 SANDY LANE,COBHAM,SURREY										
12	PAYNE	NICK	MR	2010	186 STATION RD,REDHILL,SURREY,RH6 3PB										
59	PETRI	NEIL	MR	2010	56 ALBERT SQ,HACKNEY,LONDON,EC1 2BY										
43	STACEY	WILLIAM	MR	2010	16 CHURCH STREET,EPSOM,SURREY,KT17 4FP										
64	SWEETMAN	ROBERT	MR	2010	EMPIRE WAY,NEWBURY,BERKSHIRE,RG13 3AC										
23	TAYLOR	JOHN	MR	1010	16 MARSH HOUSE,WOKING,SURREY,GU21 5AS										
Total Company															

EXAMPLE: PERSONNEL REPORT (B)

Again, a simple personnel listing showing name, National Table and N.I.number, Date of Joining (with length of service in years and months), and Date of Birth (with age in years and months). The sorted order of this example is employee number within department.

M-0027 MOOREPAY MANAGED SERVICE CO.LTD. 11 EXAMPLE - PERSONNEL REPORT (TYPE B)											SEP 2006 (6)	Run date: 05/09/2006	Page	1
Dept	Empno	Surname	1st Name	Title	NI table	NI numbr	Joining Date	Service	Birth Date	Age				
1010 MANAGEMENT/CON'TANTS														
	69	ANDERSON	JULIE	MRS	X	GF765765C	10/09/85	13/09	20/08/52	46/10				
	23	TAYLOR	JOHN	MR	D	DF299878B	01/08/84	14/10	06/06/53	46/00				
Total														
2010 STAFF														
	55	BAHAMARI	JOHN	DR	D	NW523452A	05/07/98	00/11	01/04/68	31/02				
	45	BAILEY	MICHAEL	MR	A	JR240747D	10/10/98	00/08	24/07/47	51/11				
	39	BARRETT	JAYNE	MRS	A	PB684329A	10/07/98	00/11	15/01/74	25/05				
	67	BLAKE	STEVEN	MR	A	NZ543201B	19/09/98	00/09	16/04/53	46/02				
	49	BUTTON	JAMES	MR	A	YT694324B	06/06/95	04/00	24/05/68	31/01				
	91	CARPENTER	DAVID	MR	A	NX731916A	05/06/98	01/00	14/03/66	33/03				
	47	DAVIES	CHRISTINE	MRS	A	AC983421B	01/04/94	05/02	16/08/58	40/10				
	12	PAYNE	NICK	MR	A	WK964321B	06/02/96	03/04	10/04/67	32/02				
	59	PETRI	NEIL	MR	A	JC962764M	01/12/98	00/06	21/07/65	33/11				
	43	STACEY	WILLIAM	MR	D	AJ943642B	06/09/95	03/09	23/01/64	35/05				
	64	SWEETMAN	ROBERT	MR	D	YT805684A	13/08/97	01/10	17/02/68	31/04				
Total														
Total Company														

EXAMPLE: PERSONNEL REPORT (C)

This example shows basic salary details. Annual salary is shown first, with the equivalent monthly salary. All other *regular* monthly additions to salary are displayed, including London Weighting, then salary adjustments and Tax Free payments for

those employees participating in a profit-related scheme. The total is the regular monthly amount. The sorted order of this example is alphabetic order of employee surname within department.

M-0027 MOOREPAY MANAGED SERVICE CO LTD. 12 EXAMPLE - PERSONNEL REPORT (TYPE C)					SEP 2006 (6)	Run date: 05/09/2006	Page	1
Dept	Empno	Employee Name	Salary	Basic Rate	LONDON Amount	ADJUST Amount	TXFREE Amount	TOTAL Amount
1010 MANAGEMENT/CON'TANTS								
	69	ANDERSON J MRS	49999.92	4166.66		83.33-	66.67	4150.00
	23	TAYLOR J MR	49999.92	4166.66	250.00	83.33-	66.67	4400.00
			-----	-----	-----	-----	-----	-----
	Total		99999.84	8333.32	250.00	166.66-	133.34	8550.00
2010 STAFF								
	55	BAHAMARI JP DR	24999.96	2083.33				2083.33
	45	BAILEY MA MR	37500.00	3125.00				3125.00
	39	BARRETT J MRS	13500.00	1125.00				1125.00
	67	BLAKE SJ MR	39999.96	3333.33				3333.33
	49	BUTTON J MR	15141.96	1261.83		83.33-	66.67	1245.17
	91	CARPENTER DR MR	29995.00	2499.58				2499.58
	47	DAVIES C MRS	23400.00	1950.00	125.00	83.33-	66.67	2058.34
	12	PAYNE N MR	16999.92	1416.66	125.00	83.33-	66.67	1525.00
	59	PETRI NJ MR	24999.96	2083.33				2083.33
	43	STACEY W MR	25911.96	2159.33	125.00	83.33-	66.67	2267.67
	64	SWEETMAN R MR	23250.00	1937.50		83.33-	66.67	1920.84
			-----	-----	-----	-----	-----	-----
	Total		275698.72	22974.89	375.00	416.65-	333.35	23266.59
			-----	-----	-----	-----	-----	-----
Total Company			375698.56	31308.21	625.00	583.31-	466.69	31816.59

EXAMPLE: DEPARTMENTAL COST REPORT

This summarises the total cost of each employee with totals by department. Taxable Gross Pay is added to Non-Taxable payments to give a sub-total of gross pay. To this are added employer's net N.I. (NINERS) and employer's pension contribution (ERSPEN) to give total cost. Printed in alphabetic order within department.

M-0027 MOOREPAY MANAGED SERVICE CO. LTD.			1 EXAMPLE - DEPARTMENTAL COST REPORT		SEP 2006 (6)		Run date: 05/09/2006	Page 1
Dept	Empno	Employee Name	TGROSS Amount	NTADDS Amount	GROSS Amount	NINERS Amount	ERSPEN Amount	COST Amount
1010 MANAGEMENT/CON'TANTS								
	23	TAYLOR J MR	9333.33	66.67	9400.00	865.56	933.33	11198.89
	69	ANDERSON J MRS	9083.33	66.67	9150.00			9150.00
Total			18416.66	133.34	18550.00	865.56	933.33	20348.89
2010 STAFF								
	12	PAYNE N MR	1458.33	66.67	1525.00	141.89	70.00	1736.89
	39	BARRETT J MRS	1006.52		1006.52	78.93		239.05
	43	STACEY W MR	2702.87	66.67	2769.54	237.34	270.29	3277.17
	45	BAILEY MA MR	3357.42		3357.42	365.51		3722.93
	47	DAVIES C MRS	2094.53	66.67	2161.20	219.48	50.00	2430.68
	49	BUTTON J MR	1319.94	66.67	1386.61	125.29		1511.90
	55	BAHAMARI JP DR	2519.38		2519.38	206.84	251.94	2978.16
	59	PETRI NJ MR	2165.75		2165.75	219.97		2385.72
	64	SWEETMAN R MR	1854.17	66.67	1920.84	141.18	185.42	2247.44
	67	BLAKE SJ MR	3498.17		3498.17	382.71		3880.88
	91	CARPENTER DR MR	2852.02	150.00-	2702.02	303.90		3005.92
Total			24829.10	183.35	25012.45	2423.04	827.65	27416.74
Total Company			43245.76	316.69	43562.45	3288.60	1760.98	47765.63

EXAMPLE: PAY REPORT FOR DISTRIBUTION

This report is similar to the one above, but throws to a new page for each department so that it can be physically distributed to department heads. Note that the elements of gross pay are shown in detail. Printed in alphabetic order of surname within department.

M-0027 MOOREPAY MANAGED SERVICE CO. LTD. 7 EXAMPLE - PAY REPORT FOR DISTRIBUTION								SEP 2006 (6)	Run date: 05/09/2006	Page	2
Dept	2010	STAFF									
Dept	Empno	Employee Name	Other Tx-adds	Amount	Other Ntx-adds	Amount	NINERS Amount	ERSPEN Amount	COST Amount		
	55	BAHAMARI JP DR	BASIC	2083.33			206.84	251.94	2978.16		

		O/T 1	144.23					
		O/T 2	61.82					
		COMMSN	230.00					
45	BAILEY MA MR	BASIC	3125.00		365.51			3722.93
		O/T 1	82.42					
		BONUS	150.00					
39	BARRETT J MRS	SMP	920.00		78.93			239.05
		BASIC	86.52					
67	BLAKE SJ MR	BASIC	3333.33		382.71			3880.88
		O/T 1	164.84					
49	BUTTON J MR	BASIC	1261.83	TXFREE	66.67	125.29		1511.90
		O/T 1	104.00					
		O/T 2	37.44					
		ADJUST	83.33-					
91	CARPENTER DR MR	SSP	142.92	NETADJ	150.00-	303.90		3005.92
		SSPADJ	142.92-					
		BASIC	2499.58					
		O/T 1	90.64					
		O/T 2	61.80					
		BONUS	200.00					
47	DAVIES C MRS	BASIC	1950.00	TXFREE	66.67	219.48	50.00	2430.68
		O/T 1	102.86					
		LONDON	125.00					
		ADJUST	83.33-					
12	PAYNE N MR	BASIC	1416.66	TXFREE	66.67	141.89	70.00	1736.89
		LONDON	125.00					
		ADJUST	83.33-					
59	PETRI NJ MR	BASIC	2083.33			219.97		2385.72
		O/T 1	82.42					
43	STACEY W MR	BASIC	2159.33	TXFREE	66.67	237.34	270.29	3277.17
		O/T 1	341.70					
		O/T 2	160.17					
		LONDON	125.00					
		ADJUST	83.33-					
64	SWEETMAN R MR	BASIC	1937.50	TXFREE	66.67	141.18	185.42	2247.44
		ADJUST	83.33-					
		-----	-----		-----	-----	-----	-----
Total		SSP	142.92	NETADJ	150.00-	2423.04	827.65	27416.74
		SSPADJ	142.92-	TXFREE	333.35			
		SMP	920.00					
		BASIC	21936.41					
		O/T 1	1113.11					
		O/T 2	321.23					
		LONDON	375.00					
		ADJUST	416.65-					
		COMMSN	230.00					
		BONUS	350.00					
Total Company		SSP	142.92	NETADJ	150.00-	3288.60	1760.98	47765.63
		SSPADJ	142.92-	TXFREE	466.69			
		SMP	920.00					
		BASIC	30269.73					
		O/T 1	1113.11					
		O/T 2	321.23					
		LONDON	625.00					
		ADJUST	583.31-					
		COMMSN	230.00					
		BONUS	10350.00					

EXAMPLE: HOURS WORKED REPORT

Broken down by department, with department totals, this analysis summarises basic and overtime hours, and shows total hours worked. It is printed in alphabetic surname order within department.

M-0027 MOOREPAY MANAGED SERVICE CO LTD 8 EXAMPLE - HOURS WORKED REPORT				SEP 2006 (6) Run date: 05/09/2006			Page	1
Dept	Empno	Employee Name	Basic Hours	O/T 1 Hours	O/T 2 Hours	Tot paid Hours		
1010		MANAGEMENT/CON'TANIS						
	23	TAYLOR J MR	151.40			151.40		
	69	ANDERSON J MRS	151.40			151.40		
			-----	-----	-----	-----		
Total			303.20			303.20		
2010		STAFF						
	12	PAYNE N MR	151.40			151.40		
	39	BARRETT J MRS	151.40			151.40		

43	STACEY W MR	151.40	24.00	7.30	183.10
45	BAILEY MA MR	151.40	4.00		155.40
47	DAVIES C MRS	151.40	8.00		159.40
49	BUTTON J MR	151.40	12.30	3.00	167.10
55	BAHAMARI JP DR	151.40	10.30	3.00	165.10
59	PETRI NJ MR	151.40	6.00		157.40
64	SWEETMAN R MR	151.40			151.40
67	BLAKE SJ MR	151.40	7.30		159.10
91	CARPENTER DR MR	151.40	5.30	2.30	159.40
Total		1668.20	78.00	16.00	1762.20
Total Company		1971.40	78.00	16.00	2065.40

EXAMPLE: SOCIAL CLUB

This example analyses a tailored deduction (in this case, SOCIAL) to aid reconciliation for the tax year.

M-0027 MOOREPAY MANAGED SERVICE CO.LTD. 6 EXAMPLE - SOCIAL CLUB DEDUCTIONS SEP 2006 (6) Run date: 17/06/1999					Page 1
Empno	Employee Name	SOCIAL Amount			
69	ANDERSON J MRS	10.75			
55	BAHAMARI JP DR	10.75			
45	BAILEY MA MR	10.75			
39	BARRETT J MRS	10.75			
67	BLAKE SJ MR	10.75			
49	BUTTON J MR	10.75			
91	CARPENTER DR MR	10.75			
47	DAVIES C MRS	10.75			
12	PAYNE N MR	10.75			
59	PETRI NJ MR	10.75			
43	STACEY W MR	10.75			
64	SWEETMAN R MR	10.75			
23	TAYLOR J MR	10.75			
Total Company		139.75			

EXAMPLE: BUPA DEDUCTIONS

This example analyses another tailored deduction that does not have a balance (in this case BUPA).

M-0027 MOOREPAY MANAGED SERVICE CO.LTD. 3 EXAMPLE - BUPA DEDUCTION LISTING SEP 2006 (6) Run date: 17/06/1999					Page 1
Empno	Employee Name	BUPA Amount			
69	ANDERSON J MRS	24.00			
67	BLAKE SJ MR	24.00			
91	CARPENTER DR MR	33.00			
47	DAVIES C MRS	24.00			
12	PAYNE N MR	24.00			
43	STACEY W MR	33.00			
64	SWEETMAN R MR	24.00			
23	TAYLOR J MR	33.00			
Total Company		219.00			

EXAMPLE: PENSION REPORT (MONTHLY)

This example, shown alphabetically by surname within pension scheme, gives current monthly values of pension deductions (showing basic contributions and AVCs), and company contributions. NIECO are the earnings between the Lower Earnings Limit (LEL) and the Upper Earnings Limit (UEL).

M-0027 MOOREPAY MANAGED SERVICE CO. LTD. 4 EXAMPLE - PENSION REPORT (MONTHLY)					SEP 2006 (6)		Run date: 17/06/1999		Page 1	
Pen Sch	Empno	Employee Name	NI table	NI numbr	EEPENS Amount	AVC Amount	Sub-tot Amount	ERPENS Amount	Total Amount	NIECO Amount
1	55	BAHAMARI JP DR	D	NW523452A	125.97		125.97	251.94	377.91	1881.00
	43	STACEY W MR	D	AJ943642B	135.14	75.00	210.14	270.29	480.43	1881.00
	64	SWEETMAN R MR	D	YT805684A	92.71		92.71	185.42	278.13	1632.00
	23	TAYLOR J MR	D	DF299878B	466.67	280.00	746.67	933.33	1680.00	9408.00
					-----	-----	-----	-----	-----	-----
Total					820.49	355.00	1175.49	1640.98	2816.47	14802.00
2	47	DAVIES C MRS	A	AC983421B	25.00		25.00	50.00	75.00	
	12	PAYNE N MR	A	WK964321B	35.00		35.00	70.00	105.00	
					-----	-----	-----	-----	-----	-----
Total					60.00		60.00	120.00	180.00	
					-----	-----	-----	-----	-----	-----
Total Company					880.49	355.00	1235.49	1760.98	2996.47	4802.00

EXAMPLE: PENSION REPORT (YEAR-TO-DATE)

This example is the same as the monthly example above, but showing figures for the year-to-date, and a column for Date of Leaving, where applicable. This is useful for pension administration, and can be set up to generate automatically with End-of-Year returns.

M-0027 MOOREPAY MANAGED SERVICE CO. LTD 5 EXAMPLE - PENSION REPORT (YEAR TO-DATE) SEP 2006 (6) Run date: 17/06/1999 Page 1										
Pen Sch	Empno	Employee Name	NI numbr	EEPENS To-date	AVC To-date	Sub-tot Amount	ERPENS To-date	Total Amount	NIECO To-date	Leaving Date
1	55	BAHAMARI JP DR	NW523452A	334.31		334.31	668.60	1002.91	5473.00	
	43	STACEY W MR	AJ943642B	355.24	175.00	530.24	710.49	1240.73	5643.00	
	64	SWEETMAN R MR	YT805684A	278.13		278.13	556.26	834.39	4896.00	
	23	TAYLOR J MR	DF299878B	900.01	540.00	1440.01	1799.99	3240.00	14736.00	
Total				1867.69	715.00	2582.69	3735.34	6318.03	30748.00	
2	47	DAVIES C MRS	AC983421B	75.00		75.00	150.00	225.00		
	12	PAYNE N MR	WK964321B	105.00		105.00	210.00	315.00		
Total				180.00		180.00	360.00	540.00		
Total Company				2047.69	715.00	2762.69	4095.34	6858.03	30748.00	

k) TIMESHEET and DOCUMENT CONTROL

These documents will print with your payroll output each time.

l) P45 and P46 Starter report

When these are produced they identify those employees whose P45 Part 3 or P46 details have been submitted electronically to HMRC

m) P45 Leavers report

When this is produced it identifies those employees whose P45 Part 1 have been submitted electronically to HMRC

n) ADHESIVE LABELS

Adhesive labels are available in two forms:

Adhesive labels for mailing. The labels are produced in the same order as the payslips and show the following details:

PRIVATE AND CONFIDENTIAL (1)
(A)
MR PR COLINS (999)
17 BATH HOUSE,
HOUNSLOW,
MIDDLESEX
LONDON AB3 5XX

Adhesive labels for clockcards. The labels are produced in the same order as the payslips and show the following details:

DEPT 1 GRADE AB
PSTN A DD/MM/YY
COLINS PR MR (999)

As an additional enhancement a period end date can also be quoted.

o) P45 PRINT

The printing of a P45 set for an employee is triggered by input of a Date of Leaving. A three part paper copy will be printed (i.e. Part 1A, Part 2 and Part 3) and returned with the payroll output for you to give to you employee.

Unless you have made alternative arrangements, Part 1 of the P45 set will be sent electronically by Moorepay to HMRC.

In every case, the tax **District number**, **Reference number**, **Employer Name** and **Address** (for PAYE purposes) will be taken from the user's Payroll Control information.

The **Total pay to date** and **Total tax to date** figures will always be the latest "to date" figures held on the system, inclusive of all **Manual Payments/Cancellations** that modify TAXPAY and TAX balances.

Users must also ensure that any **Date of leaving** notified is the true date of leaving for P45 purposes. This will usually be the date the contract ends. In some circumstances, this is **not** the last day on which an employee worked.

q) P46C – CAR NOTIFICATION

If this option applies sign and forward this document to HMRC immediately.

END-OF-YEAR TAX RETURNS

Details of this will be communicated to you during February and March of each tax year.